

# PERSONNEL POLICY BOARD

## January 4, 2007

### MEETING

Meeting was held Thursday, January 4, 2007, Commissioners Hearing Room, County-City Building, Lincoln, Nebraska.

Members present: Jim Haszard, Sue Dedick, Georgia Glass, Jerry Sellentin. Member absent: Doug McDaniel. Personnel Department resource staff attending: Karen Eurich.

The meeting was opened at 1:30 p.m. by Vice-Chair Jim Haszard.

It was moved by Jerry Sellentin and seconded by Georgia Glass to approve the minutes of the September 7, 2006 meeting. Motion unanimously carried.

Agenda Item 1 was the request to create the classification 7881 Juvenile Detention Team Leader (C14) and Agenda Item 2 was the request to change the pay grade for the following classifications: 4875 Master Electrician from C10 to C11; 4924 Equipment Mechanic Supervisor from C15 to C17; 4945 District Maintenance Supervisor from C15 to C17; 4946 Assistant District Maintenance Supervisor from C11 to C13; 4985 Road Maintenance Superintendent from C21 to C22; 5745 Correctional Specialist I from C11 to C13; 5746 Correctional Specialist II from C18 to C19; 5756 Corrections – Sergeant from C14 to C15; 5758 Corrections – Lieutenant from C17 to C18; 5765 Jail Administrator from C22 to C23; 7521 Civil Engineer I from C17 to C18; 7522 Civil Engineer II from C19 to C20; 7523 Civil Engineer III from C22 to C23; 7524 Civil Engineer IV from C26 to C27; 7770 Social Worker from C06 to C09; 7875 Juvenile Training Coordinator from C11 to C14; and 7880 Juvenile Detention Coordinator from C15 to C17. John Cripe of the Personnel Department explained Items 1 and 2 were the result of a request by the County Board to review the unrepresented classification pay structure. The creation of the Juvenile Detention Team Leader classification for the Youth Services Department was due to the promotion of Sheli Schindler from Assistant Director to Director. Ms. Schindler has decided to not fill the Assistant Director position, which means that job duties from the Assistant Director position have filtered down to the supervisors and has created the need for this new position in order to take on more responsibilities on the floor. The pay grade changes in Agenda Item 2 reflect the market survey completed by the Personnel Department with matches to our market counties. Following discussion, it was moved by Jerry Sellentin and seconded by Sue Dedick to approve Agenda Items 1 and 2 as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to amend Rule 17.9 of the Personnel Rules – Recommendations for Salary Advancement Within a Grade. Don Taute of the Personnel Department explained this amendment was being brought at the request of the County Board and would place a limitation on the cash award amount employees would be eligible to receive for exceptional or unusual circumstances. Jeanne Sayers of the EAT group addressed the Board in regard to employees within her department who have received cash awards, and indicated the cash award was paid as a lump sum in which retirement and taxes were deducted so employees did not realize the full amount of the award. Following discussion, it was moved by Georgia Glass and seconded by Sue Dedick to not approve the amendment as presented. Voting yes: Sue Dedick, Georgia Glass, Jim Haszard. Voting no: Jerry Sellentin.

Agenda Item 4 was the request to amend Rule 17.10 of the Personnel Rules – Compensation of Temporary, Seasonal, On-call and Emergency Employees. Don Taute of the Personnel Department indicated this amendment will give departments the ability to grant a one-step increase annually to their on-call, temporary and seasonal employees who have worked in a department for a long period of time.

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Departments are not allowed to grant step increases to these employees under the current language. Following discussion, it was moved by Jerry Sellentin and seconded by Georgia Glass to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to amend Rule 17.11 of the Personnel Rules – Non-Exempt Employees Temporarily Assigned to a Higher Classification. Don Taute of the Personnel Department explained this amendment was to delete the language that currently allows for only non-exempt employees to receive out-of-class pay. This amendment will allow all status employees who are temporarily assigned in writing to a higher class to receive out-of-class pay. Following discussion, it was moved by Georgia Glass and seconded by Sue Dedick to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 6 was miscellaneous discussion. Jeanne Sayers, representing EAT, addressed the Board regarding the status of items that had been submitted for amendments to the County Rules at the June 1, 2006 meeting by the EAT group. These amendments were to County Rules on longevity, vacation leave, sick leave and funeral leave. At the June meeting, the Board voted to table the amendments until after union negotiations were completed with AFSCME. Rule amendments were approved at the September 7, 2006 meeting by the Board, however the amendments were not what were submitted by EAT. John Cripe and Don Taute of the Personnel Department addressed the Board and indicated the Rule changes submitted to the Board for approval at the September meeting were done so in lieu of the EAT proposals the Board had tabled from the June 1, 2006 meeting. Items presented at the September meeting were the proposals the County Board approved Personnel to bring forth for approval. Personnel apologized to the Board that it was not made clear at the September meeting that these items were brought in lieu of the EAT proposals for approval. Jeanne Sayers indicated she would go back to the EAT group and advise them the items approved at the September meeting were meant to replace the EAT proposals previously presented.

It was moved by Georgia Glass and seconded by Jerry Sellentin to include on the next Personnel Policy Board agenda the tabled items from EAT that were not brought to the Board in September, including the election of Chair and Vice-Chair. Motion was unanimously carried.

Vice-Chair Jim Haszard read into the record a letter dated December 1, 2006, and received by the Personnel Department on December 13, 2006 from Ed Bryson announcing his resignation from the Personnel Policy Board effective January 1, 2007. Jerry Sellentin, Jim Haszard, and Sue Dedick all indicated they would not be available for the February 1, 2007 meeting.

There being no further business, the meeting adjourned at 2:30 p.m.

The next regular scheduled meeting is tentatively set for Thursday, February 1, 2007.

Karen Eurich  
Personnel Operations Specialist